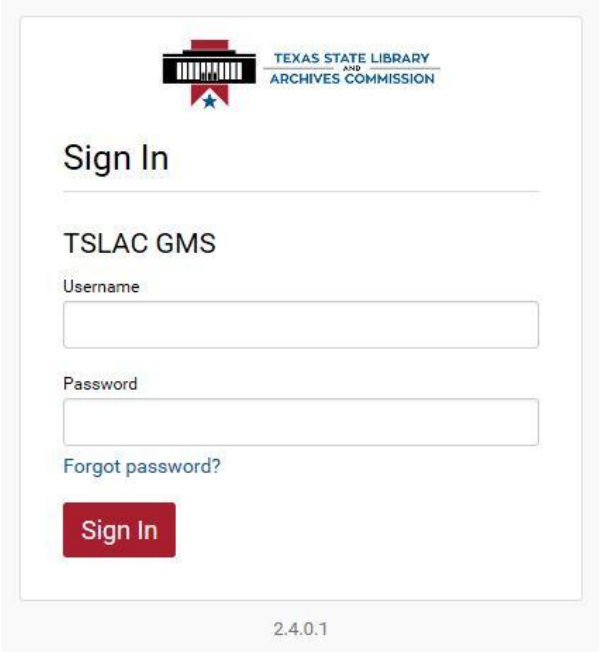


FY2017 ILL Lending Reimbursement Program Instructions for Grant Management System (GMS)

Questions? Contact Sara Hayes at shayes@tsl.texas.gov or 512-463-5406

1. Log into the Grant Management System portal at grants.tsl.texas.gov.
 - If you need your username, email Sara Hayes at shayes@tsl.texas.gov.
 - To give additional library staff access to the portal, complete the contact template [here](#) and email as an attachment to Sara Hayes at shayes@tsl.texas.gov.



The screenshot shows the login interface for the TSLAC GMS. At the top, there is a logo for the Texas State Library and Archives Commission, which includes a stylized building icon and the text "TEXAS STATE LIBRARY AND ARCHIVES COMMISSION". Below the logo, the heading "Sign In" is displayed. Underneath, the text "TSLAC GMS" is shown. The form contains two input fields: "Username" and "Password". Below the password field is a link that says "Forgot password?". At the bottom of the form is a red button labeled "Sign In". The version number "2.4.0.1" is printed at the very bottom of the page.

2.4.0.1

- From the homepage of the GMS portal, click on the “Documents” tile to access the FY2017 ILL Reimbursement program guidelines and Terms & Conditions:

The screenshot shows the homepage of the Texas State Library and Archives Commission Grant Portal. The header is a dark red bar with the text "Texas State Library and Archives Commission" on the left and "Sara Hayes" with a profile icon on the right. Below the header is a navigation bar with links: Accounts, Contacts, Grants, NC Grants, RFF, and Performance Reports. On the left side, there is a grid of blue tiles with icons and labels: Accounts, Contacts, Grants, NC Grants, RFF, Perform..., Final Rep..., Docs, Change..., Budget C..., and Documents. The "Documents" tile is circled in red. To the right of the grid is a welcome message: "Welcome to the Texas State Library and Archives Commission Grant Portal. We provide funding for innovation and services to help libraries meet the information and learning needs of Texans statewide. We looking forward to collaborating with you to spark that innovation and provide those services in your community. The Library Development & Networking Division TSLAC". Below the welcome message is a "News & Events" section with a list of updates. On the far right, there is a sidebar with the TSLAC logo and contact information: phone number (512) 463-5465, email grants@tsl.texas.gov, and links to TSLAC Services for Libraries website, TSLAC website, Website policies, and Accessibility resources.

Texas State Library and Archives Commission

Accounts Contacts Grants NC Grants RFF Performance Reports

Sara Hayes
Texas State Library & Archives Commission

Accounts Contacts Grants
NC Grants RFF Perform...
Final Rep... Docs Change...
Budget C... Documents

Welcome to the Texas State Library and Archives Commission Grant Portal. We provide funding for innovation and services to help libraries meet the information and learning needs of Texans statewide. We looking forward to collaborating with you to spark that innovation and provide those services in your community. The Library Development & Networking Division TSLAC

News & Events

2/28/2017 8:31:57 AM **2018 Application submission tips for GMS**
TSLAC gives tips on successfully submitting a grant application.
[Read More](#)

1/27/2017 12:37:47 PM **2018 TSLAC competitive grants cycle is open**
TSLAC's competitive grant programs for the 2018 round (September 2017-August 2018) are now open. Applications are due Monday, March 6, 2017.
[Read More](#)

1/3/2017 12:59:52 PM **2016 Single Audit Certification forms now available; Due January 31**
The Single Audit Certification form for State Fiscal Year 2016 (September 1, 2015-August 31, 2016) is now available in the GMS portal. Subrecipients of federal funding through TSLAC for 2016 can now access the form in the Public Documents section in GMS 2017 (<https://grants.tsl.texas.gov>).
[Read More](#)

3/8/2016 12:31:06 PM **What is in a name? 2017 Application document names**
Documents submitted with the 2017 grant applications should follow certain naming conventions to help with identifying the documents later.
[Read More](#)

3/2/2016 10:55:29 AM **Go for the gold! Scoring high on the application**
2017 grant applicants are encouraged to review the scoring rubric included in the grant guidelines to help them to better answer the application questions.
[Read More](#)

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
(512) 463-5465
grants@tsl.texas.gov
TSLAC Services for Libraries website
TSLAC website
Website policies
Accessibility resources

- Select, open and print the document titled:

Read over the document and provide it to the individual signing the agreement on behalf of your library's legal entity.

Name

 [FY2017 ILL Reimbursement Guidelines and T&Cs.pdf](#)

4. To opt in (or out) of the program, click on the **NC Grants** drop down at the top of the page and select **Add NC Grants**:

(The **View Non Competitive Grants** allows you to open your active grant page after opting in via **Add NC Grants**.)

Texas State Library and Archives Commission

Accounts ▾ Contacts ▾ Grants ▾ **NC Grants ▾** RFF ▾ Performance Reports ▾ ≡ ▾

Sara Hayes SH
Texas State Library & Archives Commission

Accounts Contacts Grants

NC Grants RFF Perform...

Final Rep... Pre Awar... Change...

Budget C... Docume...

Welcome to the Texas State Library and Archives Commission Grant Portal. We provide funding for innovative programs to help libraries meet the information and learning needs of Texans statewide. We looking forward to collaborating with you to spark that innovation and provide those services in your community. The Library Development & Networking Division TSLAC

View Non Competitive Grants

Add NC Grants

News & Events

2/28/2017 8:31:57 AM **2018 Application submission tips for GMS**
TSLAC gives tips on successfully submitting a grant application.
[Read More](#)

1/27/2017 12:37:47 PM **2018 TSLAC competitive grants cycle is open**
TSLAC's competitive grant programs for the 2018 round (September 2017-August 2018) are now open. Applications are due Monday, March 6, 2017.
[Read More](#)

1/3/2017 12:59:52 PM **2016 Single Audit Certification forms now available; Due January 31**
The Single Audit Certification form for State Fiscal Year 2016 (September 1, 2015-August 31, 2016) is now available in the GMS portal. Subrecipients of federal funding through TSLAC for 2016 can now access the form in the Public Documents section in GMS 2017 (<https://grants.tsl.texas.gov>).
[Read More](#)

3/8/2016 12:31:06 PM **What is in a name? 2017 Application document names**
Documents submitted with the 2017 grant applications should follow certain naming conventions to help with identifying the documents later.
[Read More](#)

3/2/2016 10:55:29 AM **Go for the gold! Scoring high on the application**
2017 grant applicants are encouraged to review the scoring rubric included in the grant guidelines to help them to better answer the application questions.
[Read More](#)

(512) 463-5465
grants@tsl.texas.gov
[TSLAC Services for Libraries we...](#)
[TSLAC website](#)
[Website policies](#)
[Accessibility resources](#)

5. Enter the data available from the drop down menus and click Save.
The system will autofill the Application Number after you save.

The screenshot shows the 'Texas State Library and Archives Commission' Grants application interface. The top navigation bar is dark red with white text for 'Accounts', 'Contacts', 'Grants', 'NC Grants', 'RFF', and 'Performance Reports'. On the right, it shows the user 'Sara Hayes' with a profile icon 'SH'. The left sidebar has a light gray background with the text 'Non Competitive Grants' and 'Add NC Grants'. The main content area is titled 'General' and contains several dropdown menus: 'Applicant Organization *' (selected: Texas State Library & Archives Commission), 'Grant Program *' (selected: ILL Lending Reimbursement 2017), 'Project Manager *' (selected: Sara Hayes), and 'Library Director *' (selected: Mark Smith). Below these is an 'Application Number' field. At the bottom, a light gray bar contains a red 'Save' button, which is circled in red.

Texas State Library and Archives Commission

Accounts ▾ Contacts ▾ Grants ▾ NC Grants ▾ RFF ▾ Performance Reports ▾

Sara Hayes SH ▾
Texas State Library & Archives Commission

Non Competitive Grants

Add NC Grants

General

Applicant Organization *

Texas State Library & Archives Commission ▾

Grant Program *

ILL Lending Reimbursement 2017 ▾

Project Manager *

Sara Hayes ▾

Library Director *


Mark Smith ▾

Application Number

Save

6. Answer Yes or No under My library wants to participate. If yes, also check **Agree to Program Terms and Conditions**, **Submit**, and click **Save**:

[Add NC Grants](#)

 Record created successfully.

[Printable Format](#)
[Application Certification \(Signature\) Form](#)

General

Applicant Organization * Texas State Library & Archives Commission	Legal Entity State of Texas
Grant Program * ILL Lending Reimbursement 2017	Employer Identification Number
Project Manager * Sara Hayes	DUNS Number 095085747
Library Director * Mark Smith	SAM Expiration Date 11/16/2017
Application Number 900421	

My library wants to participate
Yes

☒ **Agree to Program Terms and Conditions**
NOTE: Your library's participation in this program will not be finalized until we receive a completed ILL Lending Reimbursement Program Grant Agreement Form for the current state fiscal year signed by an individual authorized to enter into contract on behalf of your library's legal entity.

☒ **Submit**

Submit Date

Save

7. Access printable signature form by clicking on the link at the top that reads **Application Certification (Signature) Form**. You will notice the system has auto filled the Submit Date and your library's Legal Entity, the Legal Entity's Employer Identification Number, DUNS number, and SAM Expiration Date:

Texas State Library and Archives Commission

Accounts ▾ Contacts ▾ Grants ▾ NC Grants ▾ RFF ▾ Performance Reports ▾ ≡ ▾

Sara Hayes SH ▾
Texas State Library & Archives Commission

Non Competitive Grants

Add NC Grants

Add Note

[Printable Format](#)

[Application Certification \(Signature\) Form](#)

General

Applicant Organization :
Texas State Library & Archives Commission

Grant Program :
ILL Lending Reimbursement 2017

Project Manager :
Sara Hayes

Library Director :
Mark Smith

Application Number:
900421

Legal Entity:
State of Texas

Employer Identification Number:
DUNS Number:
095085747

SAM Expiration Date:
11/16/2017

My library wants to participate:
Yes

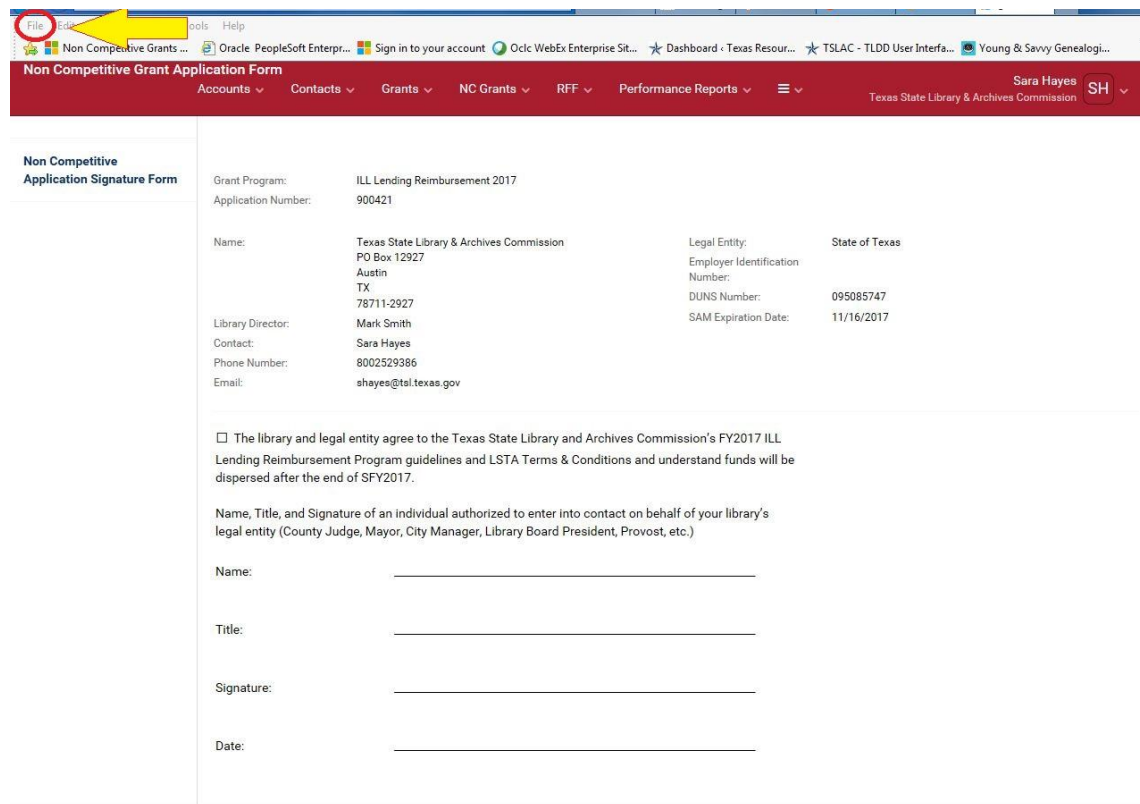
☒ Agree to Program Terms and Conditions

NOTE: Your library's participation in this program will not be finalized until we receive a completed ILL Lending Reimbursement Program Grant Agreement Form for the current state fiscal year signed by an individual authorized to enter into contract on behalf of your library's legal entity.

☒ Submit

Submit Date:
4/11/2017 3:19 PM

8. Print the signature page using your browser's File > Print function:



The screenshot shows a web browser window with the 'Non Competitive Grant Application Form' open. A yellow arrow points to the 'File' menu in the browser's top-left corner. The browser's address bar shows the URL 'https://tsl.texas.gov/ncgrants/'. The page has a red header with the title 'Non Competitive Grant Application Form' and a navigation menu. The main content area displays the application details for the 'ILL Lending Reimbursement 2017' program, application number 900421. The form includes fields for the applicant's name, address, contact information, and legal entity details. A checkbox indicates agreement to the program guidelines. The bottom section contains fields for the authorized signatory's name, title, signature, and date.

Non Competitive Grant Application Form

Accounts ▾ Contacts ▾ Grants ▾ NC Grants ▾ RFF ▾ Performance Reports ▾

Sara Hayes SH ▾

Texas State Library & Archives Commission

Non Competitive Application Signature Form

Grant Program: ILL Lending Reimbursement 2017
Application Number: 900421

Name: Texas State Library & Archives Commission
PO Box 12927
Austin
TX
78711-2927

Legal Entity: State of Texas
Employer Identification Number:
DUNS Number: 095085747
SAM Expiration Date: 11/16/2017

Library Director: Mark Smith
Contact: Sara Hayes
Phone Number: 8002529386
Email: shayes@tsl.texas.gov

☐ The library and legal entity agree to the Texas State Library and Archives Commission's FY2017 ILL Lending Reimbursement Program guidelines and LSTA Terms & Conditions and understand funds will be dispersed after the end of SFY2017.

Name, Title, and Signature of an individual authorized to enter into contract on behalf of your library's legal entity (County Judge, Mayor, City Manager, Library Board President, Provost, etc.)

Name: _____

Title: _____

Signature: _____

Date: _____

9. Have the form signed by an individual authorized to enter into contract on behalf of your legal entity (Mayor, City Manager, County Judge, Board President) and scan and save the completed form to your computer.

10. When you are ready to submit your signed form through the GMS, log into the portal and select **View Non Competitive Grants** from the NC Grants dropdown menu at the top. Click on the appropriate grant application and use the Add Note, Browse functions to locate the application form file on your computer and attach it to your grant application record:

Project Manager :	095085747
Sara Hayes	
Library Director :	SAM Expiration Date:
Mark Smith	11/16/2017
Application Number:	
900421	
My library wants to participate:	
Yes	
<input checked="" type="checkbox"/> Agree to Program Terms and Conditions	
NOTE: Your library's participation in this program will not be finalized until we receive a completed ILL Lending Reimbursement Program Grant Agreement Form for the current state fiscal year signed by an individual authorized to enter into contract on behalf of your library's legal entity.	
<input checked="" type="checkbox"/> Submit	Submit Date:
	4/11/2017 3:19 PM

Additional Documentation and Comments

Add a note:

Attach File:

C:\Users\shayes\Desktop\ILL

Browse...

Add Note

Cancel

Additional Documentation and Comments

Add a note:

Attach File:

Browse...

Add Note

Cancel

Note created by Sara Hayes on 4/12/2017 11:52:36 AM

Attachments: [2017 GMS Instructions for ILL Reimbursement Program.docx](#)

11. You can monitor the status of your application in GMS by logging in, selecting **View Non Competitive Grants** under the **NC Grants** dropdown menu.

The 3 statuses will be:

Submitted: You have opted in and perhaps attached your agreement form:

<input type="checkbox"/>	ILL Lending Reimbursement 2017 : Texas State Library & Archives Commission	900421	ILL Lending Reimbursement 2017	Sara Hayes	Submitted	4/11/2017	4/11/2017 3:10 PM
--------------------------	--	--------	--------------------------------	------------	-----------	-----------	-------------------

Returned for Correction: You need to make a change to your application:

<input type="checkbox"/>	ILL Lending Reimbursement 2017 : Texas State Library & Archives Commission	900421	ILL Lending Reimbursement 2017	Sara Hayes	Returned for Correction	4/11/2017	4/11/2017 3:10 PM
--------------------------	--	--------	--------------------------------	------------	-------------------------	-----------	-------------------

Accepted: We have received the necessary documentation at this time:

<input type="checkbox"/>	ILL Lending Reimbursement 2017 : Texas State Library & Archives Commission	900421	ILL Lending Reimbursement 2017	Sara Hayes	Accepted	4/11/2017	4/11/2017 3:10 PM
--------------------------	--	--------	--------------------------------	------------	----------	-----------	-------------------

Questions?

Contact Sara Hayes at shayes@tsl.texas.gov or 512-463-5406